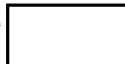


77-5965/1

Routing of Agency Correspondence

John F. Blake
Acting Deputy Director of
Central Intelligence



3 October 1977

ST

Director of Central
Intelligence
7D 5607 Hqs

Acting Deputy Director of
Central Intelligence
7D 6011 Hqs

Sir:

The attached is a result of several conversations we recently had, the latest being on Saturday, 1 October, and as a result of that conversation a general discussion was held on Monday, 3 October, with senior Agency management personnel.

I believe this faithfully represents what you have in mind. I further believe, however, you should see it before I issue it.

/s/ Jack Blake

John F. Blake

Att

Distribution:

Orig RS - DCI (for return to
A/DDCI)

1 - A/DDCI

1 - ER

Att: Multiple adse memo fr A/DDCI
dtd 3 Oct 77, same subj

ADDCCI:JFBlake:kmg (3 Oct 77)

DDCT

ADMINISTRATIVE - INTERNAL USE ONLY

3 October 1977

Executive Registry

77-5965

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Science and Technology
Acting Deputy Director for Administration
Acting Deputy Director for Operations
General Counsel
Legislative Counsel
Inspector General
Comptroller

FROM: John F. Blake
Acting Deputy Director of
Central Intelligence

SUBJECT: Routing of Agency Correspondence

1. The following paragraphs record guidance on the handling of Agency correspondence and reflect the contents of our meeting on 3 October.

2. Correspondence should be addressed to, or prepared for the signature of, as follows:

a. Informational matters. The vast majority of such material should be addressed to the A/DDCI. Decisions will then be made as to whether to forward it to the DCI and/or give him a verbal briefing. Matters of particular significance, however, at the author's option, may be addressed to the DCI with a drop copy to the A/DDCI.

b. Operational matters. This category applies primarily to DDS&T and DDO although at times DDI and DDA matters are also involved. The guidance is as follows:

(1) The DCI should be the addressee if external notification of the matter is necessary, i.e., SSCI, HSCI, NSC, SCC, etc.;

(2) The matter possesses controversy with other agencies or a realistic "flap" potential;

(3) When large monetary matters are involved.

All other correspondence on operational matters should be addressed to the A/DDCI.

c. Agency administrative or managerial matters. A/DDCI should be the addressee and judgment will be exercised concerning forwarding to the Director.

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d. Correspondence leaving the Agency. Generally, material addressed to a level equal to or senior to the DCI should be prepared for his signature. On matters pertaining to routine distribution of information or reports it may, however, be prepared for the signature of the A/DDCI. If the matter involved, regardless of the addressee, is of particular sensitivity or significance, or involves potential serious controversy, it should be prepared for the signature of the DCI.

3. Separate advice has already been forwarded to OLC on the preparation of correspondence in answer to Congressional mail. The DDO "Spot Report" reporting channel should remain as is. Care should be exercised, however, that the "Spot Report" mechanism is used only for the purposes intended and should not be used in lieu of a memorandum to report on administrative developments.

4. In all cases, correspondence addressed to the DCI should be routed through the A/DDCI on matters pertaining to the Agency.

/s/ John F. Blake

John F. Blake

Distribution:

Orig - DDI

1 - Each additional addressee

1 - DCI

1 - ES

1 - A/DDCI

1 - ER

ADDCI:JFBlake:kmg (3 Oct 77)

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10 OCT 11

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(This Notice is Not to be Filed in Agency
Manuals. Please Destroy after Reading.)

PERSONNEL

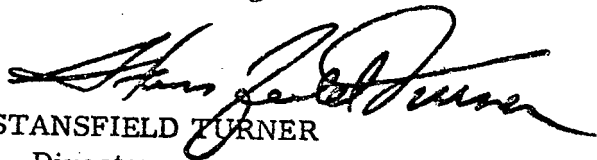
HN 20-795

9 September 1977

ANNOUNCEMENT OF APPOINTMENT TO KEY POSITION
OFFICE OF THE DIRECTOR

During my absence beginning 10 September 1977, Mr. John F. Blake is the Acting Director of Central Intelligence, and Mr. Robert Bowie is the Acting Deputy Director of Central Intelligence.

Mr. Blake has served as Acting Deputy Director of Central Intelligence in accordance with my memorandum of 12 July designating him as Acting Deputy Director during "Mr. Knoche's absence on leave beginning 12 July 1977." When Mr. Knoche retired effective 1 August, Mr. Blake, at my request and with my approval, has continued as Acting Deputy Director of Central Intelligence, except for a period in August when he was designated the Acting Director of Central Intelligence. This memorandum confirms the designation of Mr. Blake as Acting Deputy Director. He will continue in that capacity except during such periods when he is or has been designated the Acting Director.


STANSFIELD TURNER
Director

DISTRIBUTION: A

(EXECUTIVE REGISTRY FILE Act./DDCI/Blake)